



# NATIONAL TRAINING CENTER

## Training Operations

### General Procedure

Title:	Course Material Availability Portal User Guide
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Revision:	2

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Date

## REVISION HISTORY

Rev.	Date	Description of Revision
2	05/13/19	Global: <ul style="list-style-type: none"><li>• Replaced “CPSS Department” with “Training Operations”.</li><li>• Updated to Version 3 of attached user guide with updated screen captures.</li></ul>
1	05/16/16	Updated to Version 2 of the attached user guide.
0	07/16/13	Original general procedure

## **Course Material Availability Portal User Guide**

The Department of Energy (DOE) National Training Center (NTC) Course Material Availability portal is used to provide NTC-certified instructors, instructional designers, and others with a need-to-know access to NTC course materials. Access to these materials will allow the user to present NTC courses for credit, participate in the revision of NTC courses, or use the training materials to enhance or create authorized training. Folders within the portal include course training materials (for instance, lesson plans, tests, and PowerPoint slides) for an NTC-certified instructor to conduct an instructor-led training course. Electronic learning (eLearning) courses are not included on the portal.

This document contains instructions for the following activities:

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## Log In Process

1. Go to <https://sites.ntc.doe.gov/SitePages/Home.aspx>.



2. Click **Sign In**.

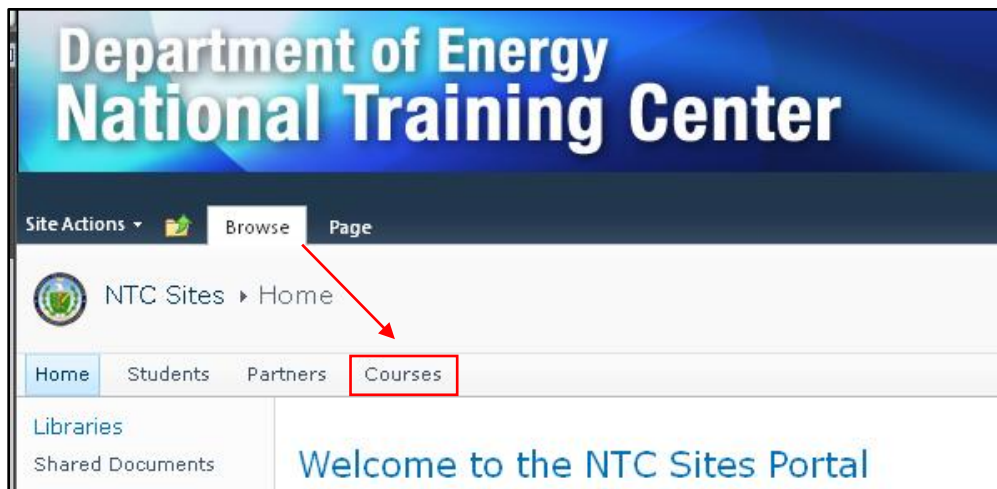


3. Log on to your site's portal page on the NTC portal.

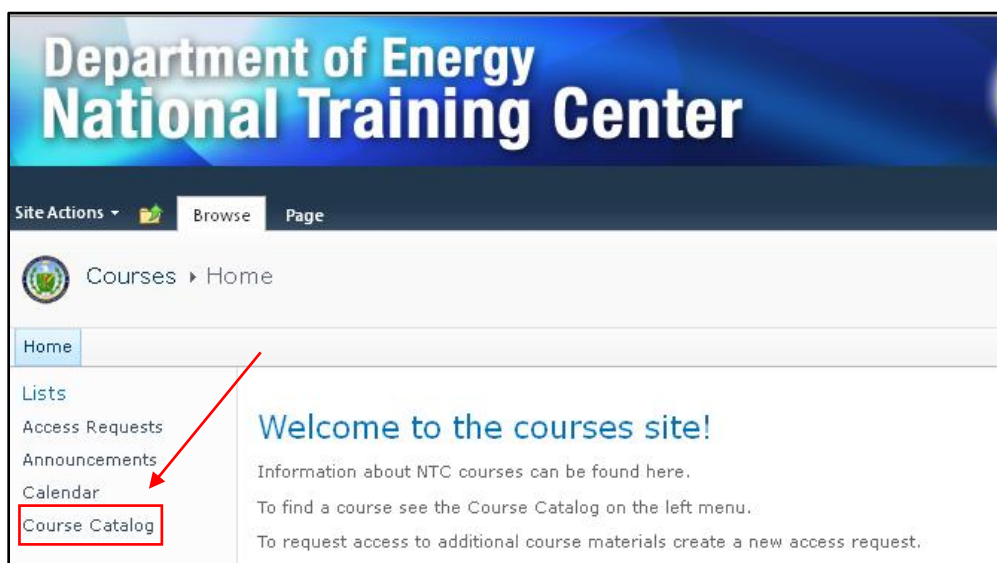
A screenshot of the login form on the NTC portal. The form is enclosed in a light blue box and contains a red "X" icon in the top left corner. It includes two input fields for "User name:" and "Password:". Below these fields is a checkbox labeled "Sign me in automatically". A "Sign In" button is positioned to the right of the password field.

## Accessing the Course Catalog

1. Click **Courses** in the portal menu bar to the right of the **Home** button.



2. Select **Course Catalog** under the **Lists** submenu on the left.



3. Locate the course you wish to download, and click on the **Link** hyperlink in the last column.

Department of Energy  
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U.S. Government information system. This system may be monitored, recorded, and subject to audit. Unauthorized use of the system is prohibited and subject to criminal and civil penalties. Use of the system indicates your consent to these terms and conditions. Do not post any sensitive information.

List Tools

Items List

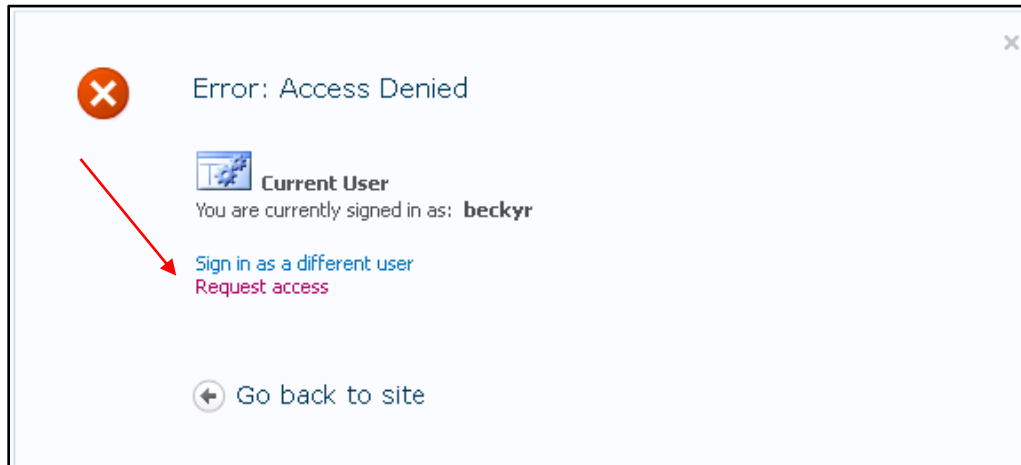
PFT-400 PFT-501 SAF-280 SAF-605 SAF-745 SAF-785 SAF-786 SBA-220 SBA-230 SMP-200

TLP-150 TLP-151 TLP-200 TLP-300 TMP-099 TRF-100 TRF-100D TRF-200 TRF-410 TRF-420

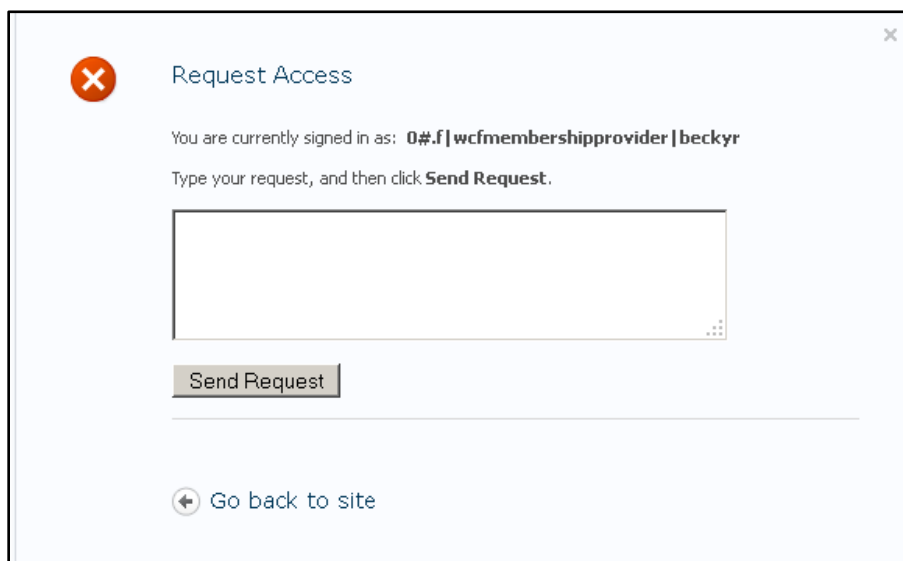
<input type="checkbox"/> Department	Program	Delivery Method	Course Description	Site Certifiable	Status	Notes	Link
MIT	MIT	Distance Learning	MIT-112DL, Distance Learning for Instructors	No	Active		<a href="#">Link</a>
PFT	PFT	Instructor Led	PFT-215, Basic Security Police Officer Training	Yes	Active		<a href="#">Link</a>
MIT	MIT	Instructor Led	MIT-111, Basic Instructor Training	Yes	Active		<a href="#">Link</a>
SAF	SAF	Instructor Led	SAF-745, Airborne Release Fractions and Respirable Fractions	No	Active		<a href="#">Link</a>
MIT	MIT	Instructor Led	MIT-120, Job Analysis	No	Active		<a href="#">Link</a>
SAF	SAF	Instructor Led	SAF-784, Review and Approval of Nuclear Safety Basis Documents	No	Active		<a href="#">Link</a>
MIT	MIT	Instructor Led	MIT-210, Curriculum Development Training	No	Active		<a href="#">Link</a>
PFT	PFT	Instructor Led	PFT-406, Basic Tactical Entry Instructor Certification	No	Active		<a href="#">Link</a>

## Requesting Access

1. If you need course material for a listed course and receive an error message because you do not have access, click **Request access**.



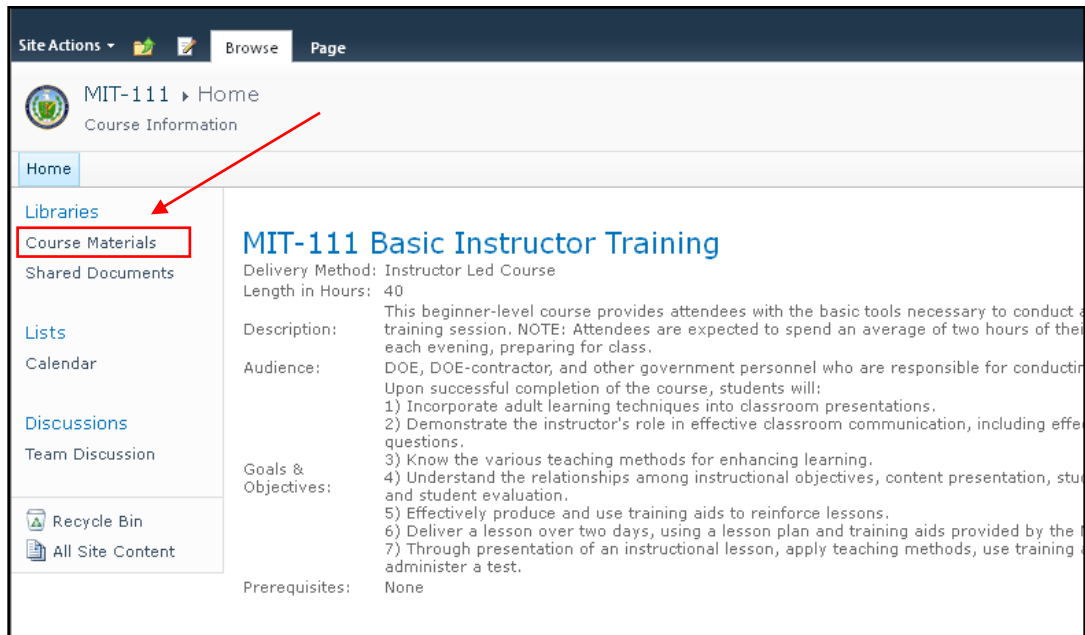
2. Enter an explanation justifying your need for the course material, and click **Send Request**.

A screenshot of a web application "Request Access" dialog box. The dialog has a light blue background and a close button (X) in the top right corner. On the left, there is an orange circle with a white 'X' icon. To the right of the icon, the text "Request Access" is displayed. Below this, the text "You are currently signed in as: 0#.f|wcfmembershipprovider|beckyr" is shown. Underneath, it says "Type your request, and then click **Send Request**." There is a large text input field for the request. Below the input field is a "Send Request" button. At the bottom, there is a "Go back to site" button with a left-pointing arrow icon.



## Accessing Course Materials

1. Click **Course Materials** from the **Libraries** submenu.



2. Folders containing available course material are listed. Click on the specific folder you want to download (for example, **Handouts**).



3. Click on the specific document you want to download (for example, **HO 2-2 Favorite Instructor Presentation Performance Checklist**).

